

TOWN OF HAMILTON
Position Description

Position Title: Administrative Assistant
Department: Assessor's Office
Reports to: Director of Assessors
Salary Grade: Town Hall Union, Admin. Assistants-Grade II
Date: January 2014

GENERAL SUMMARY:

Under the direction of the Director of Assessors, assists the public, organizes data and files, maintains computerized data bases and prepares reports. Responsible for maintaining accurate systems and reporting information in accordance with Massachusetts General Laws and applicable Town By-laws.

ESSENTIAL JOB FUNCTIONS:

- Provides in-person and telephone support and assistance to the public and town employees. Makes copies of maps, deeds, property cards, etc., as requested.
- Processes motor vehicle and boat excise abatements and maintains tax files. Works with outside vendor to prepare motor vehicle commitments.
- Makes deed changes, maintains and updates real estate records, inputting data into the computer system. Prepares monthly reports.
- Submits motor vehicle and real estate warrants and commitments to Tax Collector and Town Accountant, as required by Massachusetts General Laws.
- Maintains personal property accounts including contacting stables and requesting updated mailing list of horse owners, as well as mailing annual forms to all personal property accounts.
- Assists taxpayers with process for filing exemption/abatement applications and tax deferrals. Report activity as required by Massachusetts General Laws.
- Prepares lists of abutters, as requested.
- Enters monthly building permits into computer system.
- Uses various appraisal applications for computer input on a daily basis, as well as prepare monthly reports.
- Prepares bi-weekly bills payable for Assessors Department
- Prepares monthly report of MVX & Boat Abatements

OTHER DUTIES AND RESPONSIBILITIES:

- Maintains effective working relationships with all other departments, regional and state authorities and the general public.
- Establishes and maintains new and existing computer and manual files and records.
- Performs clerical, secretarial and administrative duties for the department as directed.

- Receive, sort and distribute department mail.
- Other appropriate duties as may be assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of office administration, excellent organizational skills and interpersonal skills, Associate Degree in Business or an equivalent to completion of a high school education and two or more years of related experience.
- Must be able to work independently.
- Must demonstrate proficiency in Microsoft Office Suite, with an emphasis on Word and Excel.
- Experience with Munis computer system and Vision appraisal system desired.
- Ability to prioritize tasks and deal effectively with interruptions.
- Working knowledge of office procedures, systems and equipment.
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- Ability to deal courteously, fairly and effectively with the public and establish and maintain effective and cooperative work relationships with other Town employees and elected officials.

SUPERVISORY RESPONSIBILITY:

None

WORKING CONDITIONS:

Work is performed primarily in an office environment not subject to extremes in temperature, noise, etc.

Regular interruptions to assist citizens and town employees.

Will spend extended periods of time at computer terminal, on telephone or operating other office equipment requiring eye-hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

The above statements are intended to describe the general nature of level of work being performed by people assigned to this job. The above is not intended to be a complete list of all responsibilities and duties required.

Approval

Date